### Logo  Description automatically generatedElermore Vale Public School

### Preschool providing a child safe environment procedure

| Associated National Quality Standards | Education and Care Services National Law or Regulation | Associated department policy, procedure or guideline |
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| 2.23.1 | Regulation [84](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.2/div1/reg84)Regulation [103](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg103)Regulation [105](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg105)Regulation [109](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div1/reg109)Regulation [115](https://www.legislation.nsw.gov.au/#/view/regulation/2011/653/chap4/part4.3/div2/reg115)National Law [S. 165](https://www.legislation.nsw.gov.au/acts/2010-104.pdf)[National Law S. 166](https://www.legislation.nsw.gov.au/acts/2010-104.pdf)[National Law S.167](https://www.legislation.nsw.gov.au/acts/2010-104.pdf) | [Leading and Operating Department Preschool Guidelines](https://schoolsequella.det.nsw.edu.au/file/a240a1ff-d3e3-4883-92b4-a3591f4e12d7/1/leading-and-operating-department-preschool-guidelines.pdf)[Child Protection Policy: Responding to and reporting students at risk of harm](https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm?refid=285776)[Working with Children Check policy](https://education.nsw.gov.au/policy-library/policies/working-with-children-check-policy)[Child Protection: Allegations against employees](https://education.nsw.gov.au/policy-library/policies/child-protection-allegations-against-employees) [Work health and safety (WHS) policy](https://education.nsw.gov.au/policy-library/policies/work-health-and-safety-whs-policy)[Student safety tools and procedures](https://education.nsw.gov.au/inside-the-department/health-and-safety/risk-management/student-safety)[Working with children check: Declaration for volunteers](https://policies.education.nsw.gov.au/policy-library/associated-documents/non-child-related-declaration-wwcc.pdf) |
| **Pre-reading and reference documents** |
| [ACECQA Information sheet - Active supervision: Ensuring safety and promoting learning](https://www.acecqa.gov.au/media/22946)[Kidsafe: Child Accident Prevention Foundation of Australia](https://kidsafe.com.au/)[Kidsafe: Grow me safely](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) |
| **Staff roles and responsibilities** |
| **School principal** | The principal as Nominated Supervisor, Educational Leader and Responsible Person holds primary responsibility for the preschool. The principal is responsible for ensuring:* the preschool is compliant with legislative standards related to this procedure at all times
* all staff involved in the preschool are familiar with and implement this procedure
* all procedures are current and reviewed as part of a continuous cycle of self- assessment.
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| **Preschool supervisor** | The preschool supervisor supports the principal in their role and is responsible for leading the review of this procedure through a process of self-assessment and critical reflection. This includes: * analysing complaints, incidents or issues and what the implications are for the updates to this procedure
* reflecting on how this procedure is informed by relevant recognised authorities
* planning and discussing ways to engage with families and communities, including how changes are communicated
* developing strategies to induct all staff when procedures are updated to ensure practice is embedded.
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| **Preschool educators** | The preschool educators are responsible for working with leadership to ensure:* all staff in the preschool and daily practices comply with this procedure
* storing this procedure in the preschool, and making it accessible to all staff, families, visitors and volunteers
* being actively involved in the review of this procedure, as required, or at least annually
* ensuring the details of this procedure’s review are documented.
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| **Procedure** |
| **Adequate supervision** | * The preschool children are adequately supervised at all times.
* A supervision plan is in place to support active supervision. It makes note of areas and activities which require closer supervision, as well as arrangements for specific times of the day (arrivals, departures, pack – away) or situations (a sick child needs to be isolated from the group, some children are sleeping).
* A staff roster ensures a ratio of one educator for each ten children is maintained at all times the preschool is open, including during planned educator breaks. Educators are relived for a break by school staff. These relief staff are kept the same for consistency where possible.
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| **Child protection** | * As per department policy, as *mandatory reporters*, all staff have a duty to inform the principal when they have reasonable grounds to suspect any risk of harm to a child.
* All department staff complete the online *Mandatory Child Protection Training* annually.
* Preschool educators are encouraged and supported to raise and discuss any child protection concerns they have. Staff are reminded of this in our weekly preschool meetings as child wellbeing is a standing item on team meeting agendas.
* Notification of a serious incident is made to Early Learning (phone 1300 083 698) when:
	+ a staff member reasonably believes that physical or sexual abuse of a child has or is occurring at the preschool
	+ an allegation or complaint is made that physical or sexual abuse of a child has or is occurring at the preschool.
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| **Working with children checks** | * All department staff hold a current *Working with Children Check* valid for paid work and verified by the department. Each staff member’s WWCC number, expiry date and proof of verification is stored in the staff folder.
* Parents and close relatives volunteering in the preschool do not require a WWCC clearance, but must complete [a declaration](https://policies.education.nsw.gov.au/policy-library/associated-documents/non-child-related-declaration-wwcc.pdf) and provide 100 points of proof of identity.
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| **Risk management plan** | * The risk management plan for the preschool environment is reviewed and updated annually. It identifies potential risks in both the indoor and outdoor environment, and describes steps taken to reduce or minimise these risks. The whole preschool team (preschool supervisor, preschool teacher and SLSO’s) are involved in reviewing the plan. Staff can access the updated plan on our school drive as well as in hard copy on the 5 external exits of the preschool. If a new risk becomes apparent after the review, it is the responsibility of the preschool supervisor to add it to the risk plan.
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| **Preschool environment**  | * A daily safety check of the indoors and outdoors is carried out before children arrive each day. A record is kept of what is checked, signed and dated by the person who carried out the check. The completed records are kept in the filing cabinet in the preschool office. It is the responsibility of the SLSO to complete these checks each day.
* Any hazardous or broken items are rectified or removed from areas the children can access.
* If required, preschool maintenance is carried out by the school’s General Assistant. Any tasks are to be recorded in this book in the office. It a trades person is required the SAM with arrange these works to be done.
* All potentially hazardous products and materials are stored securely and inaccessible to children. The area in which they are stored is labelled as containing *hazardous* or *dangerous* materials. They are stored in the locked storeroom in the preschool. Some of the items stored in there include cleaning detergents and chemicals and aerosol cans. All medications are kept in a high cupboard in the kitchen area out of reach of children.
* There are no toxic plants on the preschool site. Before a new plant is introduced to the site, reference is made to [Kidsafe: Grow me safely](https://www.kidsafensw.org/growplantssafely/#plants-to-avoid) to determine if it is safe or not.
* Environmental and equipment cleaning is an ongoing process to ensure the preschool is always safe and hygienic. There is a daily cleaning schedule in place to indicate which items or areas are cleaned when. Detergent and water are used for all general environmental cleaning. The use of disinfectant is only necessary if a surface is contaminated with potentially infectious material. The sandpit is checked daily for any hazards such as sticks which are removed before the children arrive. The sand is turned over once a month by the school general assistant and the sand is topped up once a year.
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| Record of procedure’s review |
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| **Date of review and who was involved** |
| 29/04/2021Preschool team- Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
| Updated into new DoE proforma |
| **Record of communication of significant changes to relevant stakeholders** |
| No new changes  |

| Record of procedure’s review |
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| **Date of review and who was involved** |
| 1/06/2023Preschool team- Kristen Rowe, Louise Dittberner, Jo Morgan and Nicole Budden |
| **Key changes made and reason/s why** |
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| **Record of communication of significant changes to relevant stakeholders** |
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*Copy and paste a new table to record each occasion the procedure is reviewed.*